

CITY OF LODI
INFORMAL INFORMATIONAL MEETING
"SHIRTSLEEVE" SESSION
CARNEGIE FORUM, 305 WEST PINE STREET
TUESDAY, MAY 23, 2000

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, May 23, 2000 commencing at 7:00 a.m.

ROLL CALL

Present: Council Members – Hitchcock Land, Nakanishi and Pennino

Absent: Council Members – Mann (Mayor)

Also Present: City Manager Flynn, Deputy City Manager Keeter, Finance Director McAthie, Information Systems Manager Helmle, Community Development Director Bartlam, Public Works Director Prima, Parks and Recreation Director Williamson, Fire Chief Kenley, Electric Utility Director Vallow, Economic Development Director Goehring, Supervising Librarian Miller, Human Resources Director Narloch, City Attorney Hays and Interim City Clerk Taylor

Also present was a representative from the Lodi News Sentinel and The Record.

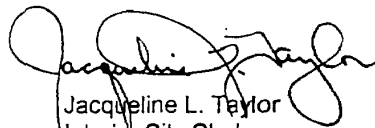
TOPIC(S)

1. Budget Overview

ADJOURNMENT

No action was taken by the City Council. The meeting was adjourned at approximately 7:50 a.m.

ATTEST:


Jacqueline L. Taylor
Interim City Clerk



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Budget Review

MEETING DATE: May 23, 2000

PREPARED BY: Deputy City Manager and Finance Director

RECOMMENDATION: That Council review with staff the attached 1999-01 Financial Plan and Budget (City Manager Recommended Adjustments to Tentatively Approved 2000-01 Significant Expenditure & Capital Requests).

BACKGROUND INFORMATION: Attached for Council's review are the City Manager's recommended adjustments to the tentatively approved 2000-01 budget. The recommended adjustments to the operating budget consist of 10 Significant Expenditure Requests (SERs) totaling \$406,115 and six capital adjustments totaling \$2,064,000. Council previously reviewed in detail SERs and capital requests as submitted during preparation of the two year budget. Staff will only review with Council those requests which are changes to the tentatively approved 2000-01 budget.

There is adequate funding to move forward with the recommended adjustments. The Fund Balance will be presented to Council during the May 30th 2000 Shirtsleeve Session.

Staff is available to meet individually with Council Members at their convenience to review budget requests.

Respectfully submitted,

Janet S. Keeter
Deputy City Manager

Vicky S. McAthie, Finance Director

Attachment

Approved _____
H. Dixon Flynn, City Manager

1999 - 01

FINANCIAL PLAN AND BUDGET

**City Manager Recommended Adjustments to
Tentatively Approved 2000-01
Significant Expenditure & Capital Requests**

**CITY OF LODI
CALIFORNIA**

**City Manager Recommended Adjustments to
Tenatively Approved 2000-01 Budget**

Significant Expenditure & Staffing Changes	Amount	Page #
Fire Safety		
Hire additional Firefighter	41,500	1
Lease purchase Quint Apparatus	91,000	2
Water/Wastewater Utility		
Outside Lab professional services	64,000	3
Electric Utility		
Hire Electrical Estimator	9,765	4
Library		
Hire p/t Adm Clerical Asst	17,350	6
Economic Development		
Increase Partnership funding	10,000	7
Public Works		
Increase Solid Waste contract funding	20,000	8
Human Resources		
Increase citywide training program	37,500	9
Community Promotion		
Increase Visitor Bureau funding	70,000	10
Finance Department - Revenue Division		
Hire Account Clerk full time	20,000	12
Capital Requests		
Public Safety		
Designated Reserve for Public Safety Building	1,500,000	13
Wastewater Utility		
White Slough Improvements	214,000	14
Parks & Recreation		
Softball Electrical Upgrade	n/a	15
Armory Park Electric Upgrade	n/a	16
Lease Purchase Modular Building	n/a	17
Grape Bowl Master Plan	30,000	18
Outdoor Skate Park	300,000	19
Community Development Dept		
Copier	10,000	20
Public Works Dept		
Copier	10,000	21

1999 - 01
FINANCIAL PLAN AND BUDGET

REVIEW OF
Changes to 2000 - 01
Significant Expenditure & Staffing Requests

CITY OF LODI
CALIFORNIA

May, 2000

1999-01 FINANCIAL PLAN AND SUMMARY

SUMMARY OF SIGNIFICANT EXPENDITURES AND STAFFING CHANGES

	Pg #	FTE	1999-00 Requested Cost	FTE	City Manager Recommended	FTE	2000-01 Requested Cost	FTE	City Manager Recommended	Comment
Public Safety										
Police Protection										
Police Administration										
Federal Block Grant match funds			10,000							absorb in current budget
Police Operations										
Dispatcher team building			9,750							one time cost absorb in current budget
Animal Control										
Purchase Cat cages			8,380		8,380					one time cost - new regulations
Fire Safety										
Fire Support Services										
Purchase Portable weather station							5,000			one time cost
Emergency Services										
Purchase Foam dispensing unit			12,000							use capital rather than carry over
Hire Firefighter		1	41,500	1	41,500	1	41,500	1	41,500	
Hire Firefighter	1					1	41,500	1	41,500	
Lease purchase Quint Apparatus	2						91,000		91,000	impact fee funds
Purchase External defibrillator							4,500		4,500	one time costs
Total Public Safety		1	81,630	1	49,880	2	183,500	2	178,500	
Public Utilities										
Water/Wastewater Utility Services										
Engineering staff support		3	204,350	2	127,880		(6,000)			divide costs 50/50 to each utility
Outside Lab professional services	3						64,000		64,000	
Electric Utility Services										
Policy, Legislative & Regulatory										
Hire Administrative Clerk II		1	30,520							hold til re-organization
Consulting services			125,000		125,000					unbundled rates, benchmarking
Electrical Engineering & Operations										
Electrical Estimator	4						9,765		9,765	transfer one groundperson from Const
Hire Administrative Clerk II		1	36,400	1	36,400		(4,345)		(4,345)	reduction due to one time cost
Hire temporary Auto CAD operator			20,840				(2,840)			
Replacement of PC's (5)			15,000		7,500				7,500	divide over two years
Replacement of copy machine			9,000		9,000					one time costs
Increase funding of overtime			12,000							
Meter reading materials funds			11,000		11,000					
Business Planning & Marketing										
Consulting services			50,000		10,000					will encumber this FY
Electric Construction & Maintenance										
Tree trimming contract increase			130,770		130,770		3,930			increased regulatory
Hire Groundsperson		2	101,540	1	offset		1,070	1	offset	reduce equal cost in 2 contract em
Contract personnel			377,135							
Fund Apprentice program			55,740						55,740	second yr to allow time for setup
Substations & Systems										
Prof. services for transformer maint			10,000							absorb in current budget
Prof. services for painting			20,000						20,000	approve for second year
Total Public Utilities		7.00	1,209,295	4.00	457,550		65,580	1	152,660	
Transportation										
Streets and Flood Control										
Hire Downtown Cleanup laborer		0.25	2,620	0.25	2,620					40 hr now w/no benefits
Hire Clean-up truck laborer		1	32,475							
Total Transportation		1.25	35,095	0.25	2,620					
Leisure, Cultural & Social Services										
Parks and Recreation										
Parks and Recreation Administration										
Connect computer workstations			8,000		8,000					one time costs
Hire Administrative Asst.						1	54,000	1	54,000	
Program Activities Coordinator		1	41,165	0.5	15,000					one time costs absorb in current budget
Purchase office chairs			4,400							
Upgrade activity brochure			9,905							
Hire Part time CAD operator			10,495				(3,855)			absorb w/97 PT hours budgeted
Recreation Division										
Aquatics										
Purchase Pool slide			5,500		5,500					one time costs pending use of CDBG funds
Purchase Inflatable water feature							3,500			one time costs absorb in budget
Youth Sports										
Increase funds for youth activities			14,455		14,455					net increase offset by revenues
Purchase Portable scoreboards			4,000		4,000					one time costs
Sports Facilities										
Purchase Fence material			4,900		4,900					one time costs
Additional PT laborer hours			26,035		25,000		27,380			one year of costs

			1999-00			2000-01				
	Pg #	FTE	Requested Cost	FTE	City Manager Recommended	FTE	Requested Cost	FTE	City Manager Recommended	Comment
Parks Division										
Lodi Lake Park										
Special events funding			offset	offset						offset by donations
Hire P/T Laborer - irrigation installer			11,405		11,405					maxicom installation
Park Maintenance										
Hire Laborer						1	31,390	1	31,390	
Hire P/T Laborer			13,415		13,415					Peterson & Glaves
Increase part time hours			13,050							absorb w/97 PT hours budgeted
Equipment Maintenance										
Hire Part time assistant			3,650		3,650					
After School Program										
Increase part time funding			8,710		8,710					offset by revenues
Extend operation to before school			offset	offset						offset by revenues
Community Center										
Community Center Administration										
Box office staffing			offset	offset						offset by revenues
Hire Part time intern			5,905		5,905					
Increase part time Adm Clerk hours			16,200							
Senior Information Center										
Hire Part time intern			6,910		6,910					or use for PT staff w/ HSS Admin
Swimming Pool										
Hire Aquatics Supervisor		1	8,000	1	8,000					
Hutchins Street Square Maintenance										
Refinish wood floor - Kirst Hall			12,000						12,000	one time costs defer for one year
Replace wood columns			5,250							replace as necessary & absorb
Remove alders			5,000		5,000					one time costs
Increase janitorial supplies funding			11,020		11,020					
Replace rental tables			11,990		5,995				5,995	20 each year
Increase fund for sublet services			13,180		13,180					
Hire Park Maintenance Worker		1	34,145							
Hire Building Maintenance Worker		1	32,975	1	32,975		4,085			40,000 sf new space
Fund Bi weekly in house newsletter			5,720							
Social Services										
Library										
Increase part time staffing pool			15,150		15,150					
Hire p/t Adm Clerical Asst	6						17,350		17,350	
Hire Part time Librarian Reference			19,800							
Hire Part time Librarian Childrens			19,100							
Total Leisure, Cultural & Social Ser		4.0	401,430	2.5	218,170	2	133,850	2	120,735	
Community & Economic Development										
Community Improvement										
Hire Full time Administrative Clerk II		0.5	20,210					0.5	20,210	offset by part time savings
Purchase office system furniture			7,500		7,500					one time costs
Economic Development										
Strategic & Marketing Plans			32,500		15,000				15,000	
Increase Partnership funding	7						10,000		10,000	
Community & Econ Dev		0.5	60,210		22,500		10,000	0.5	45,210	
General Government										
General Administration										
Public Works Administration										
Hire full time Administrative Clerk I/II		0.5	15,450					0.5	15,450	offset by part time savings
Hire Volunteer Coordinator		1	46,150				(2,150)			defer for further development
Fund Solid Waste contract	8		2,000		2,000		25,000		45,000	increased \$20,000
Administrative Services										
Human Resources										
Hire Administrative Clerk II						0.5	10,315	0.5	10,315	offset by part time savings
Consulting Services			20,000		20,000					one time costs
Citywide training program	9		10,850		10,850		37,500		37,500	CS Train - 1/2 GF; 1/2 enterprises
HR Risk Management										
Injury & Illness Program			25,000		25,000					one time costs
Property Valuation			7,875		7,875					one time costs
Community Promotion										
Increase funds-Visitor Bureau	11						70,000		70,000	
Information Systems										
Web page development services			5,000		5,000					
Consulting Services			15,000		15,000					
Purchase Laptops (1 ea yr)			3,000		3,000					
Hire Part time Intern			8,320						8,320	defer to 2nd year
Purchase Help desk software			6,000		6,000		(4,800)			
WAN Internet Service Provider funding			9,600		9,600					
City Clerk										

1999-01 FINANCIAL PLAN AND SUMMARY

SUMMARY OF SIGNIFICANT EXPENDITURES AND STAFFING CHANGES

	Pg #	FTE	1999-00 Requested Cost	FTE	City Manager Recommended	FTE	2000-01 Requested Cost	FTE	City Manager Recommended	Comment
Municipal Code Book codification							5,000		5,000	one time costs
Cost of election - increase							7,795		7,795	
Continuing Ed for Public Officials			4,340		4,350					CMC status
Finance Revenue Division										
Hire full time Account Clerk	12	1	17,605	1	17,605	0.5	20,000	0.5	20,000	
Organizational Support Services										
Finance Field Services										
Purchase cellular phones			1,630		1,630		(1,285)		(285)	offset by savings
Hire Lead Meter reader		0.5	17,395							
Fleet Services										
Hire Parts Clerk		0.5	14,845	0.5	14,845		1,580		1,580	offset by part time savings
Hire Fleet Services Worker						1	38,230		-	
Total General Government		3.5	230,060	1.5	142,755	2	207,185	1.5	220,675	
TOTAL OPERATING BUDGET		17.25	2,017,720	9.25	893,475	6.0	600,115	7.50	699,280	

FUNDING SOURCES:

General Fund	9.0	673,405	5.25	372,280	6.0	387,435	6.0	399,520
Fire Impact Funds						91,000		91,000
Transportation Fund	1.3	35,095		2,620				
Library Fund		54,050		15,150		17,350		17,350
CDBG		13,000		13,000				
General Liability fund		32,875		32,875		-		
Water Fund	1.5	102,175	1	63,940		1,688		4,688
Wastewater Fund	1.5	102,175	1	63,940		65,688		68,688
Electric Fund	4.0	1,004,945	2.0	329,670		36,955	2	118,035
	17.3	2,017,720	9.25	893,475	6.0	600,115	7.50	699,280

1999-01 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Fire and Life Safety
REQUEST TITLE: Add One Firefighter Position to Emergency Services Activity

REQUEST SUMMARY

The request is to add one additional firefighter's position to the emergency services activity of the fire department.

PRIMARY OBJECTIVE

To provide a mechanism to staff a Quint at station one with four (4) personnel.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

As a result of the department's self-assessment and standards of cover document, it was determined that a re-distribution of equipment and personnel would increase the overall provision of emergency services to the citizens of Lodi. At present, station one is equipped with two pieces of apparatus and a minimum of six personnel. The first-line equipment consists of an Engine with a minimum of three personnel and a Truck with a minimum of three personnel. Once station four is built and occupied, the distribution of equipment will change to the Engine at station one being re-located to station four and the truck remaining at station one. When the truck is housed as the only first-line piece of equipment at station one, the functions of the crew at station will have a dual purpose. Not only will they have truck operational requirements at the scene of a fire, they will also have the typical functions of an Engine, responding to all service calls in station one's area in addition to just structure calls as it does now. This increase in operational requirements warrants the addition of the additional position.

ALTERNATIVES

1. Continue with the practice that is currently utilized.

COST SUMMARY	1999-2000	2000-2001
Additional Cost		
Staffing		40,000.00
Supplies, Material and Services		1,500.00
Minor Equipment		
Total		\$41,500.00
Savings		
Net Cost		\$41,500.00

1999-00 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY:
REQUEST TITLE:

REQUEST SUMMARY Purchase of Quint Apparatus

PRIMARY OBJECTIVE

Maintain equipment that meet the needs of the department.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

As a result of the department's self-assessment and standards of cover document, it was determined that a re-distribution of equipment and personnel would increase the overall provision of emergency services to the citizens of Lodi. At present, station one is equipped with two pieces of apparatus. The first-line equipment consists of an Engine and a Truck. Once station four is built and occupied, the distribution of equipment will change to the Engine at station one being re-located to station four and the truck remaining at station one. When the truck is housed as the only first-line piece of equipment at station one, its functions will have a dual purpose. Not only will it have truck operational requirements at the scene of a fire, it will also have the typical functions of an Engine, responding to all service calls in station one's area in addition to just structure calls as it does now. The present truck was not designed for the increase in call volume or the additional equipment needed to function as an engine. Truck Two was removed from active service in 1998, leaving the department without a reserve truck. This purchase will allow the department to again have a reserve truck (06-012).

ALTERNATIVES

1. Use Truck One (06-012) as a Quint until normal replacement cycle.

COST SUMMARY

	<u>2000-01</u>
Quint Apparatus	\$91,000*
Net Cost	\$91,000*

* Lease Purchase

2000-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Wastewater Utility
REQUEST TITLE: Wastewater Treatment Facility – Professional Services

REQUEST SUMMARY

Additional funding is requested for professional services required at White Slough Water Pollution Control Facility for outside laboratory services.

PRIMARY OBJECTIVE

To meet mandated testing and monitoring requirements of the new permit issued in January, 2000 and the testing required to monitor the groundwater.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The additional testing and monitoring required by the new permit for the White Slough Water Pollution Control Facility was not included when the budget was prepared last year. The amount that was budgeted covered the normal operations of the plant. This is the first year of the additional testing so the estimate of cost is based on the approximate number and types of laboratory tests that must be performed for both the new permit and retaining a consultant to establish a groundwater monitoring plan. Depending on the results of the consultant's work, additional funds may be needed for new monitoring wells.

ALTERNATIVES

If the proper testing and monitoring is not done, the City is subject to fines.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing		
Supplies, Materials, Services		\$64,000
Minor Equipment		
Total		
Savings		none
Net Cost		\$64,000

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Engineering and Operations
REQUEST TITLE: Electrical Estimator

REQUEST SUMMARY

Transfer Groundman/Groundwoman position from Construction/Maintenance Division to Electrical Estimator position in Engineering and Operations Division

PRIMARY OBJECTIVE

Provide the necessary Estimating staff in the Division to meet the workload and develop the required experience and expertise to fill a future vacancy due to retirement.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Electrical Estimator position spans a large variety of duties and responsibilities including customer negotiations relating to electric service, easement and right-of-way negotiations, system design and cost estimating, design and construction coordination with other utilities, preparation of work order documents and construction drawings and construction conflict resolution. Other duties include material evaluation, material application and construction methods and development of material and construction specifications as well as commenting to other City departments on various construction projects proposed by citizens, developers and prospective new customers.

The workload in the estimating section for the past several years has exceeded the capacity of the approved staff (3 estimators) and does not appear to be diminishing in the foreseeable future based on current and pending development plans throughout the City. The Department has been able to utilize a retired employee as a contract estimator during periods of 1997 and 1998. The last 16 months a reassigned employee has assisted in the estimating area in order to respond to the workload created by the ongoing activities within the City. Several large capital and maintenance projects requiring significant estimator staff time have been delayed and are not at present being designed due to demands on available staff from development projects.

Experience has shown that to train/develop an Electrical Estimator to effectively and independently perform the various duties of the job in this Department takes approximately three years. With retirement of one senior employee in 3 to 4 years, coupled with the workload indicated above, it is recommended that the Groundman/Groundwoman position approved in the 2000-01 Fiscal Year Budget be reassigned as an Electrical Estimator position. This additional Estimator position will assist the Department in meeting the demands in the estimating functions as well as develop the necessary skills to maintain continuity at the time the retirement occurs.

The loss of the full time position of Groundman/Groundwoman may result in the Construction/Maintenance Division having to add this position temporarily as a contract position during the prime construction period for large construction projects.

ALTERNATIVES

Utilize consulting services for this function, not recommended. Consulting service with full time staff located in the Department's office, a necessity to perform this type of work, is not a cost effective option.

Utilize contract employees, not recommended for long term full time work. Cost of a contract employee is comparable to a full time permanent employee and the element of employment continuity is lost. The Department has been unable to locate qualified contract employees for this position since late 1998.

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

Electrical Estimator (continued)

COST SUMMARY

Additional Costs	1999-2000	2000-2001
Staffing		\$9,765
Utilities		
Supplies, Materials, Services		
Minor Equipment		
Savings		
Total		\$9,765

IMPLEMENTATION

Upon approval the recruitment process will be initiated.

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Library
REQUEST TITLE: Part-Time Administrative Clerical Assistance

REQUEST SUMMARY

Create a part-time Administrative Clerical position for the Library Department

PRIMARY OBJECTIVE

Provide clerical assistance for library administration for daily operations and special projects. Free administrative staff to formulate policy, form community partnerships, oversee and coordinate library projects and programs, develop and seek grant sources.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Historically library administrative staff members have performed many basic clerical activities including photocopying, creating purchase orders, personnel action forms, agendas, recording and typing minutes, filing, collating, etc. In the past four years administrative activities have increased as the library has (1) spawned a library foundation, (2) created a long range planning committee, (3) added new information formats including Internet access, (3) sought and received grant moneys, (4) created new policies, and (5) commenced the initial study phase of a building program to renovate the library facility. Upcoming projects include (1) evaluating and upgrading the integrated automation system, (2) creating a computer lab, (3) writing grants for community outreach, and (4) continuing to develop the renovation project. The increased level of administrative activity leaves no time for daily clerical activities—activities not appropriate to the administrative level. A designated position to undertake these tasks—functioning as recording secretary for board meetings, creating agendas, maintaining files—is crucial to the continued progress of the library. Existing clerical staff positions are earmarked for coverage of public service desks, library materials processing, ordering, cataloging, home page maintenance, etc.

ALTERNATIVES

Maintain the status quo using existing staff for photocopying and collating tasks; retain other clerical tasks inappropriately at the administrative level.

POSSIBLE REVENUE/SAVINGS In FY 2000 the library's allocation from the Public Library Fund increased from \$65,457 to \$95,863. In addition the library will save \$650 for the Library Board of Trustees monthly secretary. This position will potentially release administrative time so that revenues from grants and foundation campaigns increase. Positive public relations will also increase the potential for contributed moneys.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing		\$18,000
Supplies, Materials, Services		
Minor Equipment		2,000
Total		\$20,000
Savings/Offset Revenue		2,650
Net Cost		\$17,350

1999-2001 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: Economic Development**REQUEST TITLE:** San Joaquin Partnership Membership Fees

REQUEST SUMMARY

--- Increase current San Joaquin Partnership member fee from \$20,000 per year, by an additional \$10,000, to \$30,000 per year.

PRIMARY OBJECTIVE

To increase the City of Lodi's fee contribution so that it is equal to other San Joaquin County cities of comparable size and function.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Councilmember Phil Peninno has requested the increase precipitated by his commitment to the Partnership Board to bring Lodi's member fee contribution on parity with those of other San Joaquin County city members – specifically the City of Manteca and the City of Tracy. The increase is warranted considering the fact that since the Partnership's inception, the City of Lodi has been paying less than its fair share relative to the benefits received from San Joaquin Partnership business assistance activities.

ALTERNATIVES

1. None
2. Leave as is
3. Increase incrementally

COST SUMMARY	1999-2000	2000-01
Additional Costs		\$10,000
Staffing		
Supplies, Materials, Services		
Minor Equipment		
Total		\$10,000
Savings		
Net Cost		\$10,000

2000-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Public Works
REQUEST TITLE: Solid Waste Administration

REQUEST SUMMARY

To provide funding to address the upcoming renewal of the solid waste removal contract as well as provide professional guidance in meeting the City's goals for the Year 2000.

PRIMARY OBJECTIVE

To provide the best solid waste/recycling service at the most reasonable cost to the consumer and yet provide the City with a revenue source that is based on an appropriate formula.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Many things have changed in the solid waste industry in the last few years. New programs must be added to continue to meet the goals of the California Integrated Waste Management Board. One of these programs is the Landscape Maintenance Outreach Program sponsored by CIWMB and San Joaquin County. The City is responsible for approximately \$5,000 to match a State grant. This is an educational program and will show the City's good faith effort in achieving our goal. Each County agency has a prorated matching amount.

The contract with our solid waste contractors comes to an end June 30, 2003. We have the option to extend the contract for an additional 7 years if the contractor is notified 18 months prior to the ending date. The contractor's operation has never been audited and this should be done before any decision is made regarding continuation of the contract. An outside auditor would be hired to do this. In all likelihood, the City will go to bid for a new contract rather than operate under a 14-year old agreement. It is imperative that a consultant with experience in this growing and sophisticated industry be hired to prepare a request for proposal that will be most advantageous to the City and yet provide reasonable and quality service to the consumer. The estimated cost is \$25,000. There are other sources of revenue in the solid waste recycling field that have not been addressed by the City. This would be included in a request for proposal.

We must also look at the reuse, recycling and resource reduction practices of industrial and commercial users to capture quantities that we are not presently reporting. This will be accomplished by a consultant who does an analysis of businesses and industries. The survey could cost up to \$15,000.

In order to meet the Year 2000 goal, good faith efforts must be made and the recycling practices of businesses and industries must be measured..

ALTERNATIVES

- Hire a part-time employee with experience in solid waste management whose time is devoted exclusively to the solid waste issue.
- Extend the existing contract for an additional 7-year term as provided in the contract without developing a new rate structure or franchise agreement.

COST SUMMARY

	<u>2000-01</u>
Additional Costs	
Staffing	
Supplies, Materials, Services	\$25,000—\$45,000
Minor Equipment	
Total	\$25,000—\$45,000
*Savings	
* Fines could be levied if goals are not met.	
Net Cost	\$25,000—\$45,000

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Human Resources

REQUEST TITLE: Training - Improving Customer Service Delivery

REQUEST SUMMARY: Creation of a customer service training program in FY 2000-01 for all City employees.

PRIMARY OBJECTIVES:

1. To increase City employees' skill and motivation levels through an increased awareness of techniques for improving service delivery to customers both inside and outside the City organization.
2. To lower unit costs of training sessions provided by the City by reducing travel and business expenditures associated with training.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:

Continuous, incremental improvement of any organization's human resources is necessary to maintain a motivated work force that delivers high quality services.

There is currently a lack of consistency in the way City departments provide training. A variety of high-volume vendors mail numerous brochures to the City offering an assortment of generic training sessions. Departments often respond in a reactive, ad-hoc manner by sending staff to these sessions whenever the need arises. This program strives to provide training of a uniformly high quality, designed specifically for City of Lodi employees.

In part, this program intends to bring expertise, as much as possible, *to* the City of Lodi. Currently, a great deal of training for the City is obtained by sending staff to outside locations such as Sacramento, Modesto and the Bay Area. The expense and logistical rearrangements necessary to cover absent staff members often acts as a disincentive for a department to take any action to provide staff training.

The City is considering development of a customer service training program utilizing professionals in the field to investigate service delivery deficiencies in our unique organization. Research may be conducted employing a variety of techniques, including interviews and administration of questionnaires, to determine specific segments of training which should be provided for City of Lodi employees. Findings will then be used to develop customized seminars designed to address our specific needs in an interesting and informative manner.

ALTERNATIVES:

- Continue using sessions provided by the consortium and training firms exclusively.
- Account 100404 - Training - City Wide, contains \$11,176 for the upcoming fiscal year. This funding could be applied toward the cost of the proposed customer service training program. However, this account has been used on a regular basis to cover expenses such as tuition for Leadership Lodi, tuition for Councilmembers education, and other related draws. Once charged against this account, these expenses will not leave an appreciable balance to apply towards the customer service training program.

COST SUMMARY:**2000-2001**

Additional Costs:

Supplies, Materials, & Services:	37,500
Total:	37,500

IMPLEMENTATION:

With approval of this request, Human Resources staff will:

1. Obtain proposals in order to retain the services of professional training firms with capability in this discipline.

1999-2001 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: Lodi Convention & Visitors Bureau**REQUEST TITLE:** Funding for Expanded Program

REQUEST SUMMARY: To provide additional funding to the Lodi Convention & Visitors Bureau for an expanded program to market Lodi.

PRIMARY OBJECTIVE: To increase a viable tourism marketing campaign as an economic tool for the promoting the City businesses and attractions. Increased tourism is expected to have a positive impact on sales tax and TOT tax.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE: The Lodi Convention & Visitors Bureau provides an invaluable service to the Lodi business community and to the City of Lodi. Services include compiling visitor and conference packets for distribution at trades shows and through mailings; gathering information from community on events, activities, attractions, and services for submission to the community calendar; organizing and coordinating tour groups; marketing Lodi in major travel publications; and, partnering with City's Economic Development Director, Chamber of Commerce, and the local business community and service clubs. The services compliment and supplement those efforts underway by the City of Lodi to attract and promote the Lodi community.

In the coming year, the LCVB is planning to feature a Community Corner at the new visitors center, establish a Lodi Wine Trail, produce booklets and brochures filled with visual images and information about Lodi, expand advertising campaigns in major travel publications, and develop a Lodi Website to serve as both an online visitors guide and the foundation for the new Community Concierge program.

The LCVB is requesting additional funding from each of partners to offset the cost of these expanded programs.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing		
Supplies, Materials, Services		
Minor Equipment		
Total		\$ 70,000
Savings		
Net Cost		

1999-2001 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: Finance Dept – Revenue Division**REQUEST TITLE:** Hire Full Time Account Clerk

REQUEST SUMMARY Hire a full time Account Clerk in the Revenue Section to handle additional workload with Electric Utility proposed rate changes for low income, and all electric customers.

PRIMARY OBJECTIVE

1. Assume responsibility for new duties related to the proposed rate schedule.
2. Provide greater customer service
3. Increase efficiency
4. Decrease dependence on part time employees

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

To remain competitive in a deregulated environment, Electric Utility is working on a program to provide a more competitive rate for low income and all electric customers. The proposed plan will impact Finance Revenue division staff in two ways: 1) by shifting work previously done by Electric Utility Department staff, and 2) by the potential volume of customers involved in the expanded program. The program would involve explaining programs to customers, certifying customers qualifications, periodic follow up and renewal process, and report preparation.

ALTERNATIVES

To work part time staff on a full time basis.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing		39,634.
Supplies, Materials, Services		
Minor Equipment		
Total		
Savings		(19,634)
Net Cost		20,000

1999 - 01

FINANCIAL PLAN AND BUDGET

**REVIEW OF
Changes to 2000 - 01
Capital Requests**

**CITY OF LODI.
CALIFORNIA**

May, 2000

1999-01 FINANCIAL PLAN AND SUMMARY

CAPITAL BUDGET DETAIL BY MISSION

	Pg #	1999-00 Requested Cost	City Manager Recommended	2000-01 Requested Cost	City Manager Recommended	Comments
Public Safety						
Police Protection						
Public Safety Build Remodel Phase I	13	2,395,000	2,000,000	14,709,000	1,500,000	Designated Reserve
Police Operations						
Auto dialer computer system		71,950				
Radio channel voting site		14,300	14,300			GF
State Crime Lab - DOJ fees		94,160				place holder
Fire Department						
Fire Station #4						place holder
Support Services						
Purchase Foam dispensing unit					12,000	GF
Total Public Safety		2,575,410	2,014,300	14,709,000	1,512,000	
Public Utilities						
Water Utility Services						
Water						
Water System Capital Expansion		75,000	75,000	75,000	75,000	Water IMF
Water System Capital Maint		45,000	45,000	310,000	310,000	Water
Purchase water valve exciser		5,070			5,070	
Purchase 4" trailer mounted vac sys				36,640		
Water Distribution system study		45,000	45,000			Water
Wastewater Utility Services						
Collection System Capital Maint		395,000	395,000	535,000	535,000	
Wastewater - White Slough Improvements	14	152,000	152,000	214,000	214,000	WW
Headworks Improve						deferred some - aeration
Sludge Pump Replace						
Grinder Installation						
Tailwater System Imp						
Roadway Improvements						
Pond Recircle Pumps						
Variable Freq Drive Repl						
Digester Cleaning						
Electric Utility Services						
Municipal Service Center expansion		120,000	120,000	4,900,000	4,900,000	Elec L/T, W/WW IMF
Electrical Engineering & Operations						
SCADA & UPS systems replace		215,000	215,000			Elec, Water, WW
Wathour meter test system replace		40,000	40,000			Elec
Design software		40,000	40,000	40,000	40,000	Elec
Electric Construction & Maintenance						
Line Extensions		716,200	716,200	722,600	722,600	Elec Long Term
Distribution System Improv Dusk/Dawn		1,512,200	1,512,200	912,200	912,200	Elec Long Term
High Voltage Protection		330,000	330,000	1,900,000	1,900,000	Elec Long Term
Substations & Systems						
Harmonics analyzer		22,000	22,000			Elec
Total Public Utilities		3,712,470	3,707,400	9,645,440	9,613,870	
Transportation						
Streets and Flood Control						
Streets Division						
Computerized sign making system				26,000		
Sidewalk sweeper		30,000	30,000			Street TDA
Pavement management software		20,000	20,000			Measure K maint
Update distribution sys on oil truck		20,750	20,750			Measure K maint

1999-01 FINANCIAL PLAN AND SUMMARY
CAPITAL BUDGET DETAIL BY MISSION

	Pg #	1999-00 Requested Cost	City Manager Recommended	2000-01 Requested Cost	City Manager Recommended	Comments
Mistletoe removal				36,000	36,000	cm
Tree Inventory implementation		31,000	31,000			Street TDA
Safety pruning trees - North School		31,200	31,200			cm, Street TDA
Tree planting - Hutchins St Median		39,300			39,300	cm
Tree removal/plant S Central St				19,175	19,175	cm
Downtown Improvements		707,000	707,000	275,000	275,000	CDBG, Measure K maint
Downtown Street Improvements						Elec Long Term
Street Lighting						
Landscaping & Pedestrian amenities						
Street Maintenance						
Misc traffic control improvements		20,000	20,000	20,000	20,000	cm, Measure K maint
Signal lamp conversions to LED		160,000	160,000			Elec
New traffic signal installations		120,000			120,000	
Upgrades to existing traffic signals		75,000	75,000	75,000	75,000	Federal
Misc street & sidewalk improvements		50,000	50,000	50,000	50,000	cm, Measure K maint
Misc curb & gutter improvements		10,000	10,000	10,000	10,000	cm, Measure K maint
Misc Bicycle Transportation impr		15,000	15,000	15,000	15,000	Transit TDA
Handicap ramp retrofit program		50,000	50,000	100,000	100,000	CDBG
Beckman Rd reconstruction		835,000	835,000			Measure K maint, Federal
Stockton St reconstruction		763,000	763,000			Measure K maint, Federal
Lodi Ave track removal		930,000	930,000			Measure K grant
Misc overlays				750,000	750,000	
Major Street Expansion						
Lower Sacramento Rd Kettleman/Taylor		115,000	115,000			IMF
Lower Sac Rd Taylor/Turner const		500,000	500,000	4,322,000	4,322,000	
Guild Ave extension		1,200,000	1,200,000			IMF, Elec Long Term
Misc widening		30,000	30,000	30,000	30,000	IMF
Transit						
Park & Ride Parking Structure						
Design		200,000	200,000			FTA, other grants
Construction		3,800,000	3,800,000			FTA, other grants
Total Transportation		9,752,250	9,592,950	5,728,175	5,861,475	
Leisure, Cultural & Social Services						
Parks and Recreation						
Parks & Recreation Capital		150,000	150,000	150,000	150,000	GF
Safety pruning - Lawrence Park (39,300)						
Safety pruning - Legion Park (13,600)						
Salas Park backstop (30,000)						
Lodi Lake nature fence (15,000)						
Lodi Lake beach impr (100,000)						
Lodi Lake parking lot (100,000)						
Lodi Lake Turf renov (20,000)						
Small projects (10,000)						
Recreation office paint (20,000)						
Softball backstop fabric rep (20,000)						
Shade structure (15,000)						
Maxicom irrigation Eng Oaks(10,000)						
Maxicom irrigation Beckman(10,000)						
Vinewood restroom re (45,000)						
Softball Electrical upgrade (35,000)	15					
Armory Park Elec upgrade (25,000)	16					
Lease/Purchase Mod Build (50,000)	17					

1999-01 FINANCIAL PLAN AND SUMMARY

CAPITAL BUDGET DETAIL BY MISSION

	Fg #	1999-00 Requested Cost	City Manager Recommended	2000-01 Requested Cost	City Manager Recommended	Comments
Grape Bowl Mster Plan	18			30,000	30,000	CDBG
Outdoor Skate Park	19			300,000	300,000	
Replace copier (20,500)		20,500	20,500			
Replace duplicator (10,200)			10,200	10,200		can defer for year
Playgrounds P & R		50,000	50,000			CDBG
Playgrounds schools				50,000	50,000	
Cultural Services						
Community Center						
Purchase of new copy machine		10,210	10,210			GF Equip
Library		50,000	50,000	100,000	100,000	Lib Trust
Self service check out station (36,000)						
Remodel - computer room (32,000)						
Computer lab for public use (56,000)						
Upgrade computer system (100,000)						
Develop remodel plan (150,000)						
Total Leisure, Cultural & Social Services		280,710	290,910	640,200	630,000	
Community & Economic Development						
Community Development						
Administration						
Copier	20			10,000	10,000	use funds for mail mach
Redevelopment Agency		100,000	100,000			GF F/B
Total Community & Economic Development		100,000	100,000	10,000	10,000	
General Government						
Legislation and Policy						
Public Works Administration						
Copier	21			10,000	10,000	use funds for mail mach
Administrative Services						
City Clerk						
Fortis imaging software		50,000	80,000	30,000		GF
Imaging - conversion		15,000	15,000			GF
Copier				31,500		
Information Systems						
Telephone System Upgrade		180,000	180,000			Equip, Elec L/T, W, WW,
JD Edwards implementation		200,000	200,000	200,000	200,000	Elec L/T, W, WW
Finance Administration						
Photocopier replacement		9,000	9,000			GF Equip
Mail processor machine				15,235		use funds PW/CD copiers
Organizational Support Services						
Public Works Facilities Services						
HVAC replacement - Finance Dept		23,000				pending efficiency study
Roof Replacement - Fire Station #3		24,100	24,100			GF
Roof Replacement - White Slough				45,000	45,000	
Roof Replacement - Various				100,000		
Roof Replacement - MSC		151,000			151,000	
Total General Government		652,100	508,100	431,735	406,000	
TOTAL CAPITAL BUDGET		17,072,940	16,213,660	31,164,550	18,033,345	

1999-01 FINANCIAL PLAN AND SUMMARY

CAPITAL BUDGET DETAIL BY MISSION

	Pg #	1999-00 Requested Cost	City Manager Recommended	2000-01 Requested Cost	City Manager Recommended	Comments
FUNDING SOURCES:						
Gen Fund Fund Balance			1,500,000			
GENERAL FUND - CAPITAL			512,000			
GENERAL FUND -EQUIP REPL			20,000			
LIBRARY Trust			50,000			
Financing.			-			
CDBG GRANT FUND			251,000			
MEASURE K GRANT			-			
MEASURE K -MAINT			5,398,000			
STREET TDA			94,475			
IMPACT FEE FUNDS			30,000			
FEDERAL			75,000			
FTA FUND			-			
ELECTRIC FUND			3,340,000			
ELECTRIC FUND-LONG-TERM			5,363,800			
WATER FUND			355,070			
WATER IMF			135,000			
WASTEWATER FUND			834,000			
SEWER IMF			60,000			
TRANSIT TDA			15,000			
Other Grants			-			
TOTAL			<u>18,033,345</u>			

1999-2001 Financial Plan and Budget Request **CAPITAL IMPROVEMENT BUDGET REQUEST**

ACTIVITY: Public Safety
REQUEST TITLE: Public Safety Building - Designated Reserve

Project Description

The Public Safety Building project consists of three phases:

- Phase I includes Fire Station 1, Fire Station 2, and critical improvements to the current Public Safety Building
- Phase II includes building a new Police Station, and
- Phase III includes the renovation of the current 30+ year-old Public Safety Building and the addition of a parking structure.

Council has ranked this project as a "highest priority" during the budget process.

Project Objectives

The objective of this project is to:

- set aside \$1,500,000 annually in a special designated reserve toward the funding of the Public Safety Building project.
- give a better picture of impact of a financing on the General Fund operating costs
- set up a reserve if anticipated revenues do not materialize in a given year

Existing Situation

After numerous shirtsleeve meetings, the Council has approved moving ahead with the project design stage. When the design stage is completed, staff will bring recommendations to Council for discussion and approval. The next stage will be to discuss funding alternatives. One alternative is to finance the project using General Fund revenues. A cash flow projection was prepared by Public Financial Management to show the feasibility and impact of a Public Safety financing on the General Fund. Council approved the cash flow assumptions on March 30, 2000. Other alternatives include combinations of grants, low interest financing from the State and traditional financing using Certificates of Participation. The alternative scenarios are intended to free general fund revenues for use in meeting other public needs.

Setting aside \$1,500,000 annually would give Council a better picture of the impact of a financing on the operating costs and would demonstrate the cities ability to meet the projected annual debt service prior to any actual financing. These funds would also establish a reserve if anticipated revenues do not materialize in a given year.

Schedule and Project Costs

	1998-99	1999-00	2000-01	2001-02	2002-03	Project Total
Phasing						
Preliminary Design/Study	\$327,000	\$260,000				\$587,000
Acquisition		\$375,000	\$390,000			\$765,000
Construction						
Phase I		\$224,000	\$700,000			\$924,000
Phase II		\$800,000	\$2,310,000	\$4,612,000	\$2,302,000	\$10,024,000
Phase III			\$600,000		\$5,450,000	\$6,050,000
Total	\$327,000	\$1,659,000	\$4,000,000	\$4,612,000	\$7,752,000	\$18,350,000
Recommended Set Aside			\$1,500,000	\$1,500,000		\$3,000,000

1999-2001 Financial Plan and Budget
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Wastewater Treatment **MISSION CATEGORY:** Wastewater Utility
REQUEST TITLE: White Slough Water Pollution Control Facility Capital Maintenance

Project Description

Major replacements and repairs of facility components and equipment.

Project Objectives

Maintain reliability and efficiency of wastewater treatment facilities.

Existing Situation

The City's wastewater treatment facility was originally constructed in the 1960's. During major expansions in the past two decades, some, but not all, of the equipment and components were replaced or renovated. Various components, as listed, are in need of major repair or replacement, independent of future improvements to the facility.

Schedule and Project Costs

Fiscal Year:	99/00	00/01	01/02	02/03	03/04	Total
*Headworks Renovation	\$ 30,000	\$250,000	\$ 30,000	\$250,000		\$280,000
Sludge Pump Replacements (CM)	\$ 12,000	(final year of multi-year program)				\$ 12,000
*Grinder Installations (CM)	\$ 20,000	\$ 27,000	\$ 24,000	\$ 26,000		\$ 77,000
Tailwater System Improvements	\$ 8,000	\$ 60,000				\$ 68,000
*Roadway Improvements (CM)	\$5,000 \$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$125,000
Pond Recirculation Pump Replacement (CM)	\$ 12,000	\$ 12,000				\$ 24,000
Variable Frequency Drive Replacements (CM)	\$ 35,000	\$ 35,000	\$ 30,000	\$ 30,000		\$130,000
Aeration System (added after budget process)	\$ 75,000					\$ 75,000
Digester Cleaning	\$ 5,000	\$ 50,000	\$ 50,000	\$ 50,000		\$155,000
Total	\$152,000	\$459,000	\$134,000	\$110,000	\$ 30,000	\$855,000
		\$214,000	\$164,000	\$386,000	.	\$941,000

*These projects were approved in the 1999/00 Capital Improvement Budget but were deferred in order to make needed improvements to the aeration system at White Slough.

Notes: All funding from Wastewater Capital Outlay Funds, 17.2
 (CM) means Capital Maintenance Project account automatically appropriated with budget.

Alternatives

1. For slight reductions, roadway and equipment replacement projects can be deferred.

Project Effect on Operating Budget

Minor reductions in electrical and labor costs.

1999-2001 Financial Plan and Budget Request

CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Parks and Recreation

REQUEST TITLE: Softball Complex Electrical Upgrade

Project Description

Replace direct burial wiring with a new underground electrical system to accommodate new sports lighting. A new lighting system will be installed in late July and August through the Public Benefits Program.

Project Objectives

To upgrade the existing electrical service for the new sports lighting. This work will be performed by Energy Masters International. This company is contracted through the Electric Utility Department to execute the Public Benefits Program projects.

Existing Situation

The existing electrical wiring at this facility is direct burial. Many years ago, the Electric Utility Department recommended that when the opportunity to upgrade the lighting system presented itself, the direct burial wiring should be replaced with a more reliable system.

The underground direct burial conductor is not sized properly for the new sports lighting upgrade and there are a number of hot leg conductors that are burned out. Currently the burned out legs have jumper connections for daily use.

Project Work Completed

None.

Schedule and Project Costs

	Prior Budgets	1997-98	1998-99	1999-2000	2000-01	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction					\$35,000	
Total					\$35,000	\$35,000
Recommended Funding Sources						
Capital Outlay Fund					\$35,000	
Electric Utility Fund						
Water Fund						
Sewer Fund						
Total					\$35,000	\$35,000

Alternatives

None. The opportunity to upgrade needs to be completed in conjunction with the upgrade of the sports lighting.

Project Effect on Operating Budget

This project will lessen the maintenance requirements now necessary for existing conditions.

1999-2001 Financial Plan and Budget Request

CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Parks and Recreation

REQUEST TITLE: Armory Park Electrical Upgrade

Project Description

Replace direct burial wiring with a new underground electrical system to accommodate new sports lighting. A new lighting system will be installed in late July and August through the Public Benefits Program.

Project Objectives

To upgrade the existing electrical service for the new sports lighting. This work will be performed by Energy Masters International. This company is contracted through the Electric Utility Department to execute the Public Benefits Program projects.

Existing Situation

The existing electrical wiring at this facility is direct burial. Many years ago, the Electric Utility Department recommended that when the opportunity to upgrade the lighting system presented itself, the direct burial wiring should be replaced with a more reliable system.

The underground direct burial conductor is not sized properly for the new sports lighting upgrade and there are a number of hot leg conductors that are burned out. Currently the burned out legs have jumper connections for daily use.

Project Work Completed

None.

Schedule and Project Costs

	Prior Budgets	1997-98	1998-99	1999-2000	2000-01	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction					\$25,000	
Total					\$25,000	\$25,000
Recommended Funding Sources						
Capital Outlay Fund					\$25,000	
Electric Utility Fund						
Water Fund						
Sewer Fund						
Total					\$25,000	\$25,000

Alternatives

None. The opportunity to upgrade needs to be completed in conjunction with the upgrade of the sports lighting.

Project Effect on Operating Budget

This project will lessen the maintenance requirements now necessary for existing conditions.

1999-2001 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Parks and Recreation

REQUEST TITLE: Lease or Purchase Modular Building

Project Description

Lease or purchase a modular building that would attach to the current main office building. The modular building would provide for four offices and a small meeting room. Current offices will be renovated into work areas.

Project Objectives

To provide staff with adequate and needed work areas and offices.

Existing Situation

Currently, there are three Recreation Supervisor offices in the main office building and one in the Recreation Annex next door. The offices in the main building do not allow for needed privacy for the supervisors as they are only partitioned areas. We also have many part time field supervisors who need work areas during their office time.

Project Work Completed

None.

Schedule and Project Costs

	Prior Budgets	1997-98	1998-99	1999-2000	2000-01	Project Total
Phasing						
Study						
Design						
Acquisition					\$50,000	
Construction						
Total					\$50,000	
Recommended Funding Sources						
Capital Outlay Fund					\$50,000	
Electric Utility Fund						
Water Fund						
Sewer Fund						
Total					\$50,000	

Alternatives

Do nothing and continue working in current environment.

Project Effect on Operating Budget

None

1999-2001 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Parks and Recreation

REQUEST TITLE: Grape Bowl Master Plan

Project Description

Master plan the Grape Bowl, which would include an economic view of the current and potential new uses of the facility.

Project Objectives

To produce a facility that will accommodate the next fifty years of use and create a direction and a plan.

Existing Situation

The facility is run down and is in desperate need of renovation. We currently have no plan in place for systematic maintenance and renovation. Staff also feels the facility is underused and has much more potential than is currently being utilized.

Project Work Completed

None

Schedule and Project Costs

	Prior Budgets	1997-98	1998-99	1999-2000	2000-01	Project Total
Phasing						
Study					\$30,000	
Design						
Acquisition						
Construction						
Total					\$30,000	
Recommended Funding Sources						
Capital Outlay Fund					\$30,000	
Electric Utility Fund						
Water Fund						
Sewer Fund						
Total					\$30,000	

Alternatives

Do nothing and let the facility continue to deteriorate.

Project Effect on Operating Budget

The master plan itself will not have an effect on the operating budget, however, it is expected that maintenance issues will be addressed that will result in cost saving measures. It is also hoped that the plan will identify potential revenue from new uses.

1999-2001 Financial Plan and Budget Request

CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Parks and Recreation

REQUEST TITLE: Outdoor Skate Park

Project Description

Creation of an outdoor skate park facility including selection of a consultant, design, and construction of the park. This facility should be used by all age groups and skill levels and have elements appropriate for each group.

Project Objectives

To design and build an outdoor park, either above or below ground as determined by citizen and staff committees with community input while following JPA directions to address liability issues.

Existing Situation

Citizens have expressed a need for an outdoor skate park. The Mayor and Council have appointed a steering committee. The City Manager has appointed a staff committee to act as liaison to the project.

Project Work Completed

None

Schedule and Project Costs

	Prior Budgets	1997-98	1998-99	1999-2000	2000-01	Project Total
Phasing						
Study					\$ 20,000	
Design					\$ 60,000	
Acquisition						
Construction					\$220,000	
Total					\$300,000	
Recommended Funding Sources						
Capital Outlay Fund					\$300,000	
Electric Utility Fund						
Water Fund						
Sewer Fund						
Total					\$300,000	

Alternatives

1. Choose not to construct a facility
2. Purchase or lease a building for an indoor operation
3. Contract out turnkey park with revenue flow for city

Project Effect on Operating Budget

Maintenance and operation issues will need to be addressed.

2000-2002 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Community Development
REQUEST TITLE: New Copier

Project Description:

Replace the 5-year-old Sharp copier presently used by the Community Development Department. The copy quality and reliability of this copier has deteriorated. When the machine was purchased, we estimated the maximum annual number of copies to be 65,000. We now run in excess of 69,000 copies per year with the maintenance agreement costs being \$1016 per year.

PRIMARY OBJECTIVE

To provide good quality copies and decrease staff time needed to maintain this copier or to go to another location because the copier does not work.

Existing Situation

This copier was purchased in 1995 and the number of copies made on this machine has steadily increased. In the last year, we have had 15 service calls for repairs. Recently, there has been as many as 3 service calls per month. When repairs are needed, the copier is not available for use and staff is required to leave the work area in order to make copies.

The quality of the copies has also deteriorated and the service representative has indicated that there is not much more they can do to make them better.

COST SUMMARY		2000-01
Additional Costs		
Staffing		\$0
Supplies, Materials, Services		\$0
Minor Equipment		\$10,000
Total		
Savings		None
Net Cost		\$10,000

Alternatives:

Postpone replacement for another year. This is really the only alternative and would greatly reduce the efficiency of this Department. Much staff time is wasted trying to repair and "unjam" the copier. When it isn't working, staff must leave the work area to make copies. (Secretarial staff must make sure that someone is available to take phone calls and assist citizens at the counter.)

**1999-2001 Financial Plan and Budget
CAPITAL IMPROVEMENT BUDGET REQUEST**

ACTIVITY: Public Works Administration
REQUEST TITLE: Replacement of Copies

Project Description

Replace the 5-year-old Minolta copier presently used by the Public Works Administration/Engineering Divisions. The copy quality and reliability of this copier has deteriorated. When the machine was purchased, we estimated the annual number of copies to be 80,000. We now run in excess of 130,000 copies per year and the maintenance agreement costs have increased significantly.

Project Objectives

To provide good quality copies and decrease staff time needed to maintain this copier or to go to another location because the copier does not work.

Existing Situation

This copier was purchased in 1995 and the number of copies made on this machine has steadily increased. In the last two years, we have had 42 service calls for repairs. When repairs are needed, the copier is not available for use and staff is required to leave the work area in order to make copies.

The quality of the copies has also deteriorated and the service representative has indicated that there is not much more they can do to make them better. The existing copier will be used to replace a handed down copier in the engineering office that is older and not used nearly as much. The old copier in the Engineering office will be disposed through the Purchasing Division.

Schedule and Project Costs

	Prior Budgets	1997-98	1998-99	1999-2000	2000-01	Project Total
Phasing						
Study						
Design						
Acquisition					\$10,000	\$10,000
Construction						
Total					\$10,000	\$10,000
Recommended Funding Sources						
Capital Outlay Fund					\$10,000	\$10,000
Electric Utility Fund						
Water Fund						
Sewer Fund						
Total						\$10,000

Alternatives

Postpone replacement for another year. This is really the only alternative and would greatly reduce the efficiency of this Department. Much staff time is wasted trying to repair and "unjam" the copier. When it isn't working, staff must leave the work area to make copies. (Secretarial staff must make sure that someone is available to take phone calls and assist citizens at the counter.)

Project Effect on Operating Budget

Increased staff efficiency in the Administration office.